

**DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY**

**Fiscal/Administrative Officer**

Administration – Fiscal Services

**POSTING DATE:** April 16, 2012

**CLOSING:** April 23, 2012\*

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**OPEN TO:** The Public

**POSITION CONTROL NUMBER: 093541SC NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION**

**LOCATION:** 410 Capitol Avenue, Hartford, CT

**SHIFT/HOURS:** 1<sup>st</sup> Shift/40 hours/week

**SALARY GROUP/RANGE:** AR 23/\$60,593 - \$78,332

**NOTE:** Candidates must have applied for and passed the [Fiscal/Administrative Officer](#) exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Preferred Skills:**

- Experience with database software including Microsoft Excel, Word and Core-CT/ PeopleSoft – Financial, HR, EPM reporting modules;
- Experience with expense projections, budgets and expenditure reports;
- Experience with Governmental Accounting and financial record keeping principles and practices;
- Experience and familiarity with State and Federal reporting financial guidelines and regulations.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:**

Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

**EXPERIENCE AND TRAINING**

**General Experience:**

Six (6) years of experience in purchasing or in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

**Special Experience:**

Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

**Substitution Allowed:**

1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2.) A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience. 3.) For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience. 4.) For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:**

**Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7860 (if faxing, only one application is necessary)  
[EMAIL:dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)**

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT,  
FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES.**